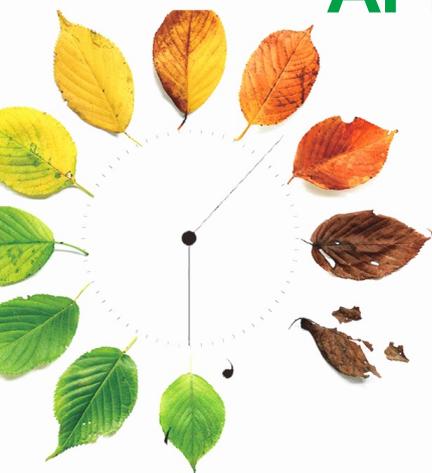


A DAY IN THE LIFE OF AN ACCOUNTING APPRENTICE



20% off the job training requirement

Apprentices are required to spend 20% of their time dedicated to learning. First Intuition provide the technical courses to enable students to develop their knowledge, skills & behaviours and these do contribute towards the 20% requirement. However, apprentices will undertake a lot of learning via undertaking tasks at work.

A day in the life of Adam...

Adam is a level 3 Assistant Accountant apprentice and works in an accounting practice, Accountants Limited.

This develops Adam's knowledge of systems and processes for his company.

10 MIN

09:00

Adam arrives at work at 8.50 and gets ready to start his day. At 09:00 he goes through his emails from the day before and reads one which is about the latest changes to the accounts production software which he uses. He investigates these changes a bit further and tries to identify how these apply to his job.

09:30

Adam continues working on the bank reconciliation for one of their clients. This is a task which Adam has undertaken a few times before and he has become fairly comfortable with this area. The client also has a bank account in euros though and Adam hasn't come across how to post the bank account into the accounts system. He asks his colleague how he should deal with this issue and researches how to deal with this. Adam spends about 45 minutes dealing with this, completes the tasks and passes it onto his manager to deal with.

45 MIN

This develops Adam's knowledge of data analysis and advanced bookkeeping and helps his communication and proactivity skills

15 MIN

11:30

At 11.30 Adam attends the weekly team meeting with his colleagues. A few standards issues are discussed, such as holiday for the week, new clients etc. In addition, they also discuss the company's involvements with VAT advice for clients. This is something that Adam hasn't heard of before and so he's interested to hear and learn about this new area.

This develops Adam's technical VAT skills

12:30—13:30 LUNCH

13:30

Adam starts working on another task. They have a new accounts job in and Adam is required to post the trial balance to the accounts production software. Adam has done this many times and is very comfortable with this process.

There is no learning here – this is part of Adam's day to day job

15:30

At 3.30pm Adam's manager return the bank reconciliation job to him which their review points and discuss these with Adam. Adam watches another member of task undertake a similar task and so he now identifies where he went wrong the first time and how he can improve going forward. Adam now corrects the mistakes and the job is finalised.

30 MIN

Adam is working on his bookkeeping knowledge and his team work skills

Adam is working on his reflection and Management Accounting knowledge

16:30

At 4.30pm Adam's manager lets him know that instead of starting a new work-related task he can spend his last half an hour at work writing up about his new experiences for the week, filling in his OneFile timesheet and undertaking revision for his recent Management Accounting: Costing course.

30 MIN

17:00 ADAM FINISHES WORK

Total 20% OJT
2hrs 10 mins



Apprenticeships first intuition

where people count